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Shepherd College
P.O. Box 3210
Shepherdstown, West Virginia 25443-3210

www.shepherd.edu

Shepherd

COLLEGE

Supplement to the 2001-03 Catalog

Accreditation

The College is accredited by The Higher Learning Commission and a member of the North Central Association <www.ncahigherlearningcommission.org> phone 312/263-0456. Individual programs are accredited by the Council on Social Work Education, the National Association of Schools of Music, the West Virginia State Board of Examiners for Registered Nurses, the National League for Nursing Accrediting Commission, the National Council for the Accreditation of Teacher Education, and the International Assembly for Collegiate Business Education.

Admission Information

The Shepherd College curriculum requires students to pursue a broad secondary program of college preparation which includes the following minimum units: English (composition, grammar and literature), 4 units; Social Science (including American history), 3 units; Laboratory Science, 3 units (at least 2 of which must come from Coordinated or Thematic Science 10, Biology, Chemistry, Physics, and other courses with a strong laboratory science orientation); Mathematics, 3 units (Algebra I and 2 higher mathematics courses); Physical Education, 1 unit; additional elective units to equal a minimum of 21 units (20 units for students graduating from high school before 1989) or the state requirement for high school graduation. At least two units of a foreign language, a computer course, an art or music course, and additional mathematics and laboratory science courses are recommended as electives. Freshman applicants who graduated from high school in 1990 or thereafter must meet the minimum high school academic credit requirements of the West Virginia Higher Education Policy Commission.

Advanced Placement Tests

In compliance with West Virginia Higher Education Policy Commission Procedure No. 22 in compliance with Senate Bill 243, Series 4, Shepherd College will grant credit for the following Advanced Placement Tests with the test score indicated:

American History—grades of 3, 4, or 5; HIST 201 and HIST 202
Audio Art (general)—grades of 4 or 5; ART 204 (for art majors)
Art History—grades of 3, 4, or 5; ART 103 and 1 hr. free elective
Art History—grades 4 or 5; ART 203 (for art majors)
Biology—grades of 3, 4, or 5; BIOL 101 and BIOL 102
Calculus AB—grades of 3, 4, or 5; MATH 207
Calculus BC—grades of 3, 4, or 5; MATH 207 and 208
Chemistry—grades of 3, 4, or 5; CHEM 207, CHEM 207L, CHEM 209, CHEM 209L
Classics—no credit given
Computer Science AB—grades of 3, 4, or 5; CIS 104
Economics (macro and micro)—grades of 3, 4, or 5; ECON 205 and 206
English (language and composition)—grades of 3, 4, or 5; ENGL 101
English (literature and composition)—grades of 3, 4, or 5; ENGL 102
Environmental Science—no credit given
European History—grades of 3, 4, or 5; HIST 102, HIST 103
French Language—grades of 3 or 4; FREN 101
　　　　grade of 5; FREN 101 and 102
German Language—grades of 3 or 4; GERM 101
　　　　grade of 5; GERM 101 and 102
Government and Politics (American)—grades of 3, 4 or 5; PSCI 101
Human Geography—grades 3, 4, or 5; GEOG 100
Music (Theory)—grades of 3, 4, or 5 ; MUSC 111 and 1 hr free elective
Music (Theory)—grades of 4 or 5; MUSC 103 (for music majors)
Physics B—grades of 3, 4, or 5; PHYS 201, 201L, 202, and 202L
Physics C-Mech—grades of 3, 4, or 5; PHYS 201, 201L
Physics C-E&M—grades of 3, 4, or 5; PHYS 202, 202L

Psychology—grades of 3, 4, or 5; PSYC 203
Spanish Language—grades of 3 or 4; SPAN 101
        grade of 5; SPAN 101 and 102
Statistics—grades 4 or 5; MATH 314
World History—grades 3, 4, or 5; HIST 101 and HIST 102

To receive credit for Advanced Placement Tests, students must have the AP test results ser[t t]
Office of Admissions at Shepherd by the testing service. As new AP tests are developed, ad[di]
credit may be awarded.

Enrollment Fees Per Semester 2002-2003

West Virginia Students Enrolled in the 4-year Program on Main Campus

Hours Enrolled	Enrollment Fee	Hours Enrolled	Enrollm[ent Fee]
12 Hours or more (full-time)	1,433.00	6 Hours	[ ]0
11 Hours	1,309.00	5 Hours	[ ]0
10 Hours	1,190.00	4 Hours	[ ]0
9 Hours	1,071.00	3 Hours	[ ]0
8 Hours	952.00	2 Hours	[ ]0
7 Hours	833.00	1 Hour	[ ]0

Out-of-State Students Enrolled in the 4-year Program on Main Campus

12 Hours or more (full-time)	3,491.00	6 Hours	1,[ ]0
11 Hours	3,201.00	5 Hours	1,[ ]0
10 Hours	2,910.00	4 Hours	1,[ ]0
9 Hours	2,619.00	3 Hours	[ ]0
8 Hours	2,328.00	2 Hours	[ ]0
7 Hours	2,037.00	1 Hour	[ ]0

West Virginia Students Enrolled in the 2-year Program on Main Campus

12 Hours or more (full-time)	1,364.00	6 Hours	[ ]0
11 Hours	1,254.00	5 Hours	[ ]0
10 Hours	1,140.00	4 Hours	[ ]0
9 Hours	1,026.00	3 Hours	[ ]0
8 Hours	912.00	2 Hours	[ ]0
7 Hours	798.00	1 Hour	[ ]0

Out-of-State Students Enrolled in the 2-year Program on Main Campus

12 Hours or more (full-time)	3,230.00	6 Hours	1,[ ]0
11 Hours	2,959.00	5 Hours	1,[ ]0
10 Hours	2,690.00	4 Hours	1,[ ]0
9 Hours	2,421.00	3 Hours	[ ]0
8 Hours	1,883.00	2 Hours	[ ]0
7 Hours	1,664.00	1 Hour	[ ]0

West Virginia Students Enrolled in South Branch
(Counties of Grant, Hampshire, Hardy, Mineral, and Pendleton)

12 Hours or more (full-time)	1,140.00	6 Hours	[ ]00
11 Hours	1,045.00	5 Hours	[ ]00
10 Hours	950.00	4 Hours	[ ]00
9 Hours	855.00	3 Hours	[ ]00
8 Hours	760.00	2 Hours	[ ]00
7 Hours	665.00	1 Hour	[ ]00

of-State Students Enrolled in South Branch
(Counties of Grant, Hampshire, Hardy, Mineral, and Pendleton)

Hours or more (full-time)	3,198.00	6 Hours	1,596.00
Hours	2,926.00	5 Hours	1,330.00
Hours	2,660.00	4 Hours	1,064.00
Hours	2,394.00	3 Hours	798.00
Hours	2,128.00	2 Hours	532.00
Hours	1,862.00	1 Hour	266.00

Virginia Students Enrolled at the Martinsburg Campus Community and Technical College

Hours or more (full-time)	1,230.00	6 Hours	618.00
Hours	1,133.00	5 Hours	515.00
Hours	1,030.00	4 Hours	412.00
Hours	927.00	3 Hours	309.00
Hours	824.00	2 Hours	206.00
Hours	711.00	1 Hour	103.00

of-State Students Enrolled at the Martinsburg Campus Community and Technical College

Hours or more (full-time)	3,288.00	6 Hours	1,644.00
Hours	3,014.00	5 Hours	1,370.00
Hours	2,740.00	4 Hours	1,096.00
Hours	2,466.00	3 Hours	822.00
Hours	2,192.00	2 Hours	548.00
Hours	1,918.00	1 Hour	274.00

ate are subject to change and approval of the West Virginia Higher Education Policy
omission.

ut Fees Per Semester

rollment fees for students enrolled in courses for audit (without credit) are the same as if credit
ere given.

xplanation as to Use of Enrollment Fees

	West Virginia Students (Full-Time Rate)	Out-of-State Students (Full-Time Rate)
uition Fee: Restricted for statewide capital improvement purposes by West Virginia Statute.	$125.00	$400.00
egistration Fee: Restricted for statewide capital improvement purposes by West Virginia Statute.	50.00	250.00
igher Education Resource Fee: Restricted for certain general operating purposes by West Virginia Statute.	350.00	825.00
aculty Improvement Fee: Restricted to supplement salaries for faculty by West Virginia Statute.	45.00	130.00
ntercollegiate Athletic Fee: Restricted to defray expenses associated with the college's intercollegiate athletic program.	115.00	115.00
tudent Activity Fee: Restricted to defray	36.00	36.00

expenses associated with the College's student activity programs with recommendations from the Student Government Association.		
Technology Fee: Restricted to defray expenses for the development of college technology.	66.00	
Co-Curricular Fee: Utilized to defray expenses associated with organized educational activities related to instructional programs.	39.00	
Recreation Fee: Provide comprehensive recreation program for general student body.	35.00	
Student Union Fee: Restricted to defray building and other expenses associated with the Shepherd College Center.	55.00	
Academic Improvement Fee: Unrestricted, generally for improvement in academic quality.	45.00	
College Operation Fee: Unrestricted for general operating purposes.	447.00	1,4
Medical Fee: Restricted to defray expenses associated with the College's Health Center	25.00	
TOTAL	$1,433.00	$3,

Scholarships and Student Financial Aid
Application Process

Any student who wishes to apply for federal and/or state financial assistance must be ac
to the College in a degree program and submit the Free Application for Federal Stude
(FAFSA). The priority filing date is March 1 for maximum consideration for aid. The FA
also required for all scholarship applicants as many Foundation and institutional fur
awarded on both merit and need. Students applying by February 1 for admission and M
for FAFSA will be given priority consideration for scholarships. The financial aid processi
begins on July 1 and ends on June 30 of the following year. Students are urged to be
application process as early as possible after January 1 of each year for the next academi

The Department of Education randomly selects 30 percent of all students who su
FAFSA for a process called verification. Students selected will be sent a verification form
Office of Financial Aid and will be notified in writing of required documentation, whi
include signed copies of student and parent tax returns (for dependent students).

Any student with special circumstances, such as change in income, extraordinary m
dental expenses, divorce or separation, or other situations where the FAFSA would not ref
student status, should write a letter to the Office of Financial Aid requesting a review of
circumstances.

Each student who indicates an interest in student loans on the FAFSA is automa
packaged for the amount of student loan for which he/she is eligible after grants, scholarsh
work-study are awarded. After the loan is accepted, promissory notes are mailed to the st
The student must provide two references and a legible signature on the promissory note and
one copy to the Office of Financial Aid before any loan monies are disbursed to the stu
account.

Loan Repayment Information

William D. Ford Direct Loan funds do not have to be repaid until six months after the s
graduates or ceases attending on at least a half-time basis. Any student who drops below si
of enrollment must begin repaying his/her loan six months from that time. Only one six

period is granted to each student.

Repayment for parent loans begins approximately 60 days after the last disbursement for the usually in March if the loan is for two semesters.

Repayment for the Federal Perkins Loan begins nine months after graduation or when the nt ceases attending on at least a half-time basis. Again, only one nine-month grace period mitted for each student.

Students utilizing loan funds to assist with their education should be aware that borrowing under the Direct Loan Program and the Federal Perkins Loan Program will require two minimum ents per month after graduation. Current minimum repayment amounts are $50 for each am depending on the repayment plan. Several repayment plans exist for all loan programs.

An exit interview must be completed by any student with federal loans prior to graduation aving Shepherd. Holds will be placed on academic transcripts until this requirement is leted.

cademic Common Market Options for Out-of-State Students

student comes to Shepherd under the Common Market and has been certified by the sponding state agencies as a bona fide resident of Maryland or Virginia or any other state which Shepherd may have a Common Market agreement, the Common Market status is ed, provided that the student remains in the program which was certified and maintains uous enrollment at Shepherd College. This status will hold even if the student's legal or nent residence changes to another state.

A student must apply to his/her home state to be certified as eligible to be considered for mon Market status. The certification must be received by the Office of the Registrar by st 5 to be considered for Common Market status for the previous summer terms, by October be considered for that fall semester, and by March 20 to be considered for that spring ter.

urther information and applications forms may be obtained for the photography/computer ry program from Rick Bruner (304/876-5372); for the recreation and leisure studies am from Ernie McCook (304/876-5442); and for the resource management option in the nmental studies program from Don Henry (304/876-5106) or from the Admissions Office.

Common Market student must show steady progress in taking courses specific to the d program. If in the judgment of the registrar the student has not made such progress, based Shepherd College Advisor's Handbook, the status will be changed to out-of-state. If a mon Market student stays out a year, he/she will have to reapply to Shepherd College and esubmit an application for Common Market status. There is also a reciprocity agreement duates of Frederick Community College and Hagerstown Community College. For further , contact the Admissions Office.

General Studies Curriculum

herd College has established the following general studies program which is required for all or's degrees except the Regents B.A. degree, which has a separate set of requirements found that section of the *Catalog*. The courses listed below would usually be taken during the t's first two years of college work and are designed to give the student a foundation in the ities, life or physical sciences, mathematics, social sciences, and physical education. In on, basic computer literacy is required including e-mail use, Internet use, electronic library h, and word processing skills. These courses and requirements should assist the student in ping the ability to synthesize knowledge, both past and contemporary, to develop values, es, and traits associated with an educated person in the modern world, and to provide the or a liberal arts education. Courses required in general education may be cross-counted if quired in either a student's major or minor. Cross-counting of courses is not allowed n majors and minors. For additional information, students should contact their advisor or istrar. A total of 47 semester hours of course work is required as follows:

HUMANITIES—19 semester hours

MUSC 111	Introduction to Music	
ART 103	Introduction to Visual Arts OR	
ART 104	Introduction to Visual Arts (required for art majors)	
ENGL 101	Written English I AND	
ENGL 102	Written English II OR	
ENGL 103	Writing for the Social Sciences OR	
ENGL 104	Science and Technical Writing	
ENGL 204	Survey of American Literature	
ENGL 208	Survey of World Literature I OR	
ENGL 209	Survey of World Literature II	
COMM 202	Fundamentals of Speech	

LIFE OR PHYSICAL SCIENCES—8 semester hours *

Students will choose one set of courses listed below:

BIOL 101, 102	General Biological Science
BIOL 208, 209	Plants as Organisms and Animals as Organisms
CHEM 101, 101L, 102, 102L	Chemistry in Society I and II
CHEM 120, 120L, 122, 122L	College Chemistry I and II
CHEM 207, 207L, 209, 209L	General Chemistry I and II
GSCI 101, 102	Astronomy I and II
GSCI 103, 104	General Physical Science I and II
PHYS 201, 201L, 202, 202L	College Physics I and II
PHYS 221, 221L, 222, 222L	General Physics I and II

MATHEMATICS—3 semester hours

MATH 101	Introduction to Mathematics OR
MATH 108	Precalculus OR
MATH 154	Finite Mathematics OR
MATH 205	Calculus with Applications OR
MATH 314	Statistics

SOCIAL SCIENCES—15 semester hours

ECON 123	Contemporary Economics OR
ECON 205	Principles of Macroeconomics**
HIST 100	History of Civilization: Asian Traditions OR
HIST 101	History of Civilization: Ancient World through Medieval Period
HIST 102	History of Civilization: Renaissance through French Revolution
HIST 103	History of Western Civilization: French Revolution to Present...
	(students will choose 2 of 4 listed but may not satisfy the requirement with both HIST 100 and HIST 101)
PSCI 100	Politics and Government OR
PSCI 101	American Federal Government
SOCI 203	General Sociology

PHYSICAL EDUCATION—2 semester hours

GSPE	General Studies Physical Education Courses

FOREIGN LANGUAGE—12 semester hours (required only for B.A. programs, except educ ...

Students in the B.A. program (not including education) are required to complete 12 se...

s in the same foreign language, except music students whose requirements must be approved e chairs of the Music and English and Modern Languages departments. Two years of German nch or both are recommended for students who anticipate going to graduate or professional ol. The foreign language requirement for the B.A. degree can be satisfied in any of the ving ways:

By successfully passing the college Foreign Language Placement Test.

Beginning in the fall semester 1990, all students who have had course work in a foreign anguage and who wish to fulfill the foreign language requirement for the B.A. degree will ake a placement test to determine their competency in that language. Placement tests in French, German, and Spanish will be administered by a member of the foreign language aculty during each preregistration period of the academic year. Performance on placement ests will be evaluated by a member of the foreign language faculty who, with the approval of the chair of the Department of English and Modern Languages, will determine the course evel at which the student must begin his or her language study at Shepherd College.

A strong performance on the Foreign Language Placement Test may entitle the student o waive three, six, nine, or twelve credit hours, corresponding to one, two, three, or four emesters of foreign language study at Shepherd College. A student receives no credit for waived courses. Permission to retake a Foreign Language Placement Test rests with the chair of the Department of English and Modern Languages.

By receiving advanced placement credit for foreign language examinations.

A score of four on the advanced placement tests in French, German, or Spanish entitles a student to three hours credit in the same language, while a score of five entitles a student to six hours credit. No credit will be awarded for scores of three, two, or one.

By successfully completing CLEP tests in French, German, or Spanish.

For the College's policy on taking CLEP tests, see Section II, Admissions.

in major fields of study may have specific requirements for mathematics or science courses, dts should consult their academic advisor in selecting these courses.

Students cannot receive credit for ECON 123 after completing ECON 205 and ECON 206.

Withdrawal and Change of Class Schedule

udts desiring to add or drop a course during the first five class days of a semester should do so using the RAIL system. A course dropped during this time period will not appear on the student's anscript.

eginning on the sixth class day of the semester until 4 p.m. on Friday of the twelfth class week, student may withdraw from a class with a grade of W, without affecting grade point average (see rading System). A week containing one or more scheduled class days is considered a full class eek. There will be no exceptions to this deadline (see Summary of Withdrawal Dates).

he last day for withdrawal from an eight-week class will be as posted in the academic lendar.

During the summer sessions, any time prior to 4 p.m. of the second calendar day before the last ay classes of each summer term, a withdrawal (W) will be permitted. Failure to submit the ithdrawal form to the Registrar's Office by the deadline will result in the grade of F or IF (see rading System).

Until 4 p.m. on the last class day of the semester, a student may process through the Registrar's Office a complete withdrawal from the College (all enrolled classes). Students who discontinue attending ng class without following the proper withdrawal procedures will receive a grade of F or IF in the course (see Grading System).

Withdrawal from the College must be reported and financial clearance made at the Business Office (see Grading System for additional information on withdrawals).

Transcript Requests

Transcripts are released only upon written request from the student with the student's sig a
and printed name plainly shown. E-mail requests cannot be accepted. A transcript n
requested from the: Office of the Registrar, P.O. Box 3210, 118 Ikenberry Hall, Shepherd C
Shepherdstown, WV 25443-3210. For full details check http://www.shepherd.edu/re i
tranreq.html

The first transcript EVER requested is free. The FEE for each additional transcript s
Transcripts require a minimum of three working days for processing. Emergency transcri s
$15 each for 24-hour processing. Transcripts are sent first class mail. For FedEx, UPS, etc
must include a pre-paid, pre-addressed mailing envelope. All fees are subject to change.

Approximately a month from the date of graduation is needed before a final transcri
be issued. However, a student may request a letter of verification to confirm that require
for graduation have been met. All financial obligations to Shepherd College must be reco c
before a transcript will be released; this includes the loan exit interview for all students wh
a financial aid loan.

24-Hour Faxed Transcripts

There must be a signed request by the student. This request may be faxed to 304/876-5136. a
transcripts are unofficial and the fee for each is $15. This payment may be presented as a h
sent by mail, by credit card in the Cashier's Office (304/876-5284), or by cash in the Office
Registrar. Payment must be received before the transcript is faxed. In addition to providi g
fax number the transcript is to be sent to, students must provide a phone number for cont
case of problems

Curriculum for a Major in Accounting

Specific general studies requirements:

ECON 205	Principles of Macroeconomics	3
MATH 154	Finite Mathematics	3
Total hours required for a major		
Business core requirements		2
CIS 102	Microcomputer Applications	3
ACCT 201, 202	Introductory Accounting I and II	6
ECON 206	Principles of Microeconomics	3
BADM 212	Business Law I	3
BADM 224	Business Statistics	3
BADM 300	Introduction to Financial Management	3
BADM 310	Principles of Management	3
BADM 340	Marketing	3
Accounting major requirements		2

Required courses, 21 hours:

ACCT 329, 330, 331	Intermediate Accounting I, II, and III	9
ACCT 335	Income Tax Accounting	3
ACCT 336	Cost Accounting	3
ACCT 402	Auditing	3
ACCT 406	Advanced Accounting	3

Elective hours from the following courses, 6 hours:

ACCT 392	Cooperative Education in Accounting	1-3
ACCT 401	Computer-Based Accounting	3
ACCT 403	Fund Accounting	3
ACCT 408	Auditing II	3
ACCT 410	Accounting Theory	3

CT 435	Income Tax II	3
AM 313	Business Law II	3
AM 407	Business Strategy and Policy	3
AH 205	Calculus with Applications	4

ants should complete MATH 154, ACCT 201, ACCT 202, CIS 102, BADM 224, ECON 205, d CON 206 during their first two years of study. They should also complete ECON 205 and AH 154 as their general studies requirements during their first two years.

OE: Students cannot receive credit for ECON 123 after completing ECON 205 and ECON 6

uriculum for a Minor in Athletic Training

ot semester hours required 28

LTH 103	Personal Health	3
LTH 225	First Aid/CPR	3
TE 324	Care and Prevention of Athletic Injuries	3
AC 318	Nutrition	3
HE 328	Head, Trunk, Extremity Assessment	3
HE 360	Athletic Training Practicum I	3
HE 365	Athletic Training Practicum II	3
HE 370	Applied Anatomy and Physiology	4
HE 405	Applied Kinesiology	3

ur culum for a Teaching Field in Business Education 5-12 (deleted)

ur culum for a Comprehensive Major in Computer and fc nation Sciences

his mprehensive program provides students with the concepts and skills necessary to develop and an e state-of-the-art computer systems. The interdisciplinary nature of the program reflects the pc ance of computer and information sciences in virtually every kind of organization. Graduates of e p gram will be prepared to apply their knowledge professionally and to pursue graduate training. ota ours required (including free electives) 128

ec c general studies requirement: Select one

| ATH 154 | Finite Mathematics (in CPIS and NDC concentrations) | 3 |
| ATH 108 | Precalculus (in CS concentration) | 3 |

ore equirements 29

IS 12	Microcomputer Applications	3
IS 14	Introduction to Computer and Information Sciences	3
IS 21	Computer Language Concepts	4
IS 24	Introduction to Networking	3
IS 34	Advanced Computer Language Concepts	4
IS 31	Data and File Structures	4
IS 36	Computer Organization	4
IS 38	Database Management Systems	4

om ter programming and information systems (CPIS) concentration 39

equ ed business and mathematics courses 18

IAT 314	Statistics	3
CC 201	Introductory Accounting I	3
CC 202	Introductory Accounting II	3
AD 310	Principles of Management	3
AD 345	Business Communications	3
AD 413	Quantitative Methods	3

Required CIS courses 9
CIS 287   Systems Analysis and Design 3
CIS 302   Windows Programming 3
CIS 417   Advanced Applications Programming 3
Required electives 12
Any CIS course numbered CIS 200 or above

Computer science (CS) concentration 44
Required mathematics courses 17
MATH 207   Calculus I 4
MATH 208   Calculus II 4
MATH 254   Discrete Mathematics 3
MATH 307   Introduction to Linear Algebra 3
MATH 321   Probability and Statistics OR
  MATH 314   Statistics 3
Required CIS courses 15
CIS 331   Programming Languages 3
CIS 390   Operating Systems 3
CIS 421   Computer Architecture 3
CIS 431   Algorithms and Data Structures 3
CIS 487   Software Engineering 3
Required electives 12
Any CIS course numbered CIS 200 or above

Networking and data communications (NDC) concentration 43
Required mathematics courses 6
MATH 254   Discrete Mathematics 3
MATH 314   Statistics 3
Required CIS courses 25
CIS 287   Systems Analysis and Design 3
CIS 390   Operating Systems 3
CIS 418   Management Information Systems 3
CIS 419   Data Communications and Local Area Networks 3
CIS 421   Computer Architecture 3
CIS 434   Inter-Intra Networking 3
CIS 423   Server Operating Systems 3
CIS 486   Network Security 4
Required electives 12
Any CIS course numbered 200 or above.

Education
Specializations
The following specializations are offered:
    Art Education Grade Level Not Specified
    Biology Education 9-12
    Business Education 9-12 (deleted)
    Chemistry Education 9-12
    Elementary Education Multi-subjects K-6
    Early Education PreK
    English Education 5-12, 5-9
    Family and Consumer Science Education 5-12
    General Science Education 5-12

Health Education 5-12
Mathematics Education 5-12, General Mathematics through Algebra I Education 5-9
Music Education Grade Level Not Specified
Physical Education Grade Level Not Specified
Social Studies Education 5-12, 5-9

Curriculum for a Major in English

Total hours required for an English major 31*
Required courses 16

NG 310	Survey of British Literature I	3
NG 311	Survey of British Literature II	3
NG 370	Modern Grammar OR	
ENGL 375	History of the English Language	3
NG 418	Studies in Chaucer and Milton	3
NG 421	Shakespeare	3
NG 485	Senior Capstone Practicum	1

Electives 15

Of the 15 remaining hours (5 elective courses), a minimum of one course MUST come from EACH of the following period groupings:

Ancient/Medieval/Renaissance:

NG 300	Greek Mythology	3
NG 302	The Bible as Literature	3
NG 315	Medieval Literature	3
NG 316	Medieval Drama	3
NG 320	Renaissance Prose and Poetry	3
NG 321	Renaissance Drama	3
NG 322	Hamlet in Context	3

Restoration/Eighteenth Century:

NG 330	Restoration and Eighteenth-Century Literature	3
NG 331	Restoration/Eighteenth-Century Drama	3
NG 332	**British Novel	3
NG 333	Satire	3
NG 360	**Literature and the Sexes	3

Nineteenth Century:

NG 332	**British Novel	3
NG 340	British Romantic Literature	3
NG 341	Nineteenth-Century British Literature (1837-1900)	3
NG 346	**American Fiction	3
NG 347	**American Poetry	3
NG 360	**Literature and the Sexes	3
NG 445	Studies in American Literature	3

Modern:

NG 346	**American Fiction	3
NG 347	**American Poetry	3
NG 355	American Ethnic Literature	3
NG 357	Contemporary American Poetry	3
NG 361	Short Story	3
NG 362	Modern Novel	3

| ENGL 363 | Modern Dramatic Literature .... 3 |
| ENGL 365 | Contemporary Literature .... 3 |

Seminars: With the consent of the department chair, one of the following Seminar in Litera
courses or an approved special topics course may be substituted for a course in any approp
period grouping listed above:

ENGL 405	Seminar in Literature 3
ENGL 406	Seminar in Literature 3
ENGL 407	Seminar in Literature 3

**Courses designated with a double asterisk (**) cover more than one period but may be t
to satisfy only ONE period requirement.

Curriculum for a Minor in English

Total hours required for an English minor ....
Required courses 12
ENGL 310	Survey of British Literature I 3
ENGL 311	Survey of British Literature II 3
ENGL 372	Advanced Composition 3
ENGL 421	Shakespeare 3

Electives 6
Two literature courses, numbered 300 or above, must be selected from TWO DIFFERENT pe
groupings listed above.

Curriculum for a Teaching Field in English Education 5-12

In addition to the course work required for the specialization, all prospective student tea
must make a satisfactory grade on the English Competency Exam and participate in at least 1
"laboratory" activities in language arts—writing for a college publication (newspaper, lit
magazine), taking part in forensic activities, taking part in theatrical activities, working fo
College radio station, being an English tutor, working in the College Writing Center, takir
English practicum course, or participating in some other activity approved in advance b
specialization coordinator. One of these activities must be tutoring in the College Writing Ce

Total hours required for a teaching field ....
See course listings under Education for professional courses.
Required courses 30
ENGL 203	Teaching Reading and Adolescent Literature 3
ENGL 300	Greek Mythology 3
ENGL 310	Survey of British Literature I 3
ENGL 311	Survey of British Literature II 3
ENGL 355	American Ethnic Literature 3
ENGL 360	Literature and the Sexes 3
ENGL 370	Modern Grammar 3
ENGL 375	History of the English Language 3
ENGL 377	Peer Tutoring and Composition Theory 3
ENGL 421	Shakespeare 3

Electives 12
Of the 12 remaining hours (four elective courses) a minimum of three hours (one course) M
come from EACH period grouping listed below:
Ancient/Medieval/Renaissance:
ENGL 302	Bible as Literature 3
ENGL 315	Medieval Literature 3
ENGL 316	Medieval Drama 3

IC 320	Renaissance Prose and Poetry	3
IC 321	Renaissance Drama	3
IC 322	Hamlet in Context	3
IC 418	Studies in Chaucer and Milton	3

stration/Eighteenth Century:

IC 330	Restoration and Eighteenth-Century Literature	3
IC 331	Restoration/Eighteenth-Century Drama	3
IC 332	**British Novel	3
IC 333	Satire	3
IC 360	Literature and the Sexes	3

ncenth Century:

IC 332	**British Novel	3
IC 340	British Romantic Literature	3
IC 341	Nineteenth-Century British Literature (1837-1900)	3
IC 346	**American Fiction	3
IC 347	**American Poetry	3
IC 445	Studies in American Literature	3
IC 360	**Literature and the Sexes	3

od n:

IC 346	**American Fiction	3
IG 347	**American Poetry	3
IG 357	Contemporary American Poetry	3
IG 361	Short Story	3
IG 362	Modern Novel	3
IG 363	Modern Dramatic Literature	3
IG 365	Contemporary Literature	3

hi otal of 42 hours is in addition to the 12 hours of general studies requirements in English.
Co rses designated with a double asterisk (**) cover more than one period but may be taken
sa fy only ONE period requirement.

e pfessional education course listings under Education: Professional Studies Course for
co ary Education (30 hours required). Special Methods of Teaching English is EDUC 421.

urr.ulum for a Teaching Field in English Education 5-9

e 5 English education program is intended primarily for students preparing to teach in middle schools.

tal ours required 24

IG 203	Teaching Reading and Adolescent Literature	3
IG 300	Greek Mythology	3
IG 310	Survey of British Literature I	3
IG 311	Survey of British Literature II	3
IG 355	American Ethnic Literature	3
IG 360	Literature and the Sexes	3
IG 370	Modern Grammar OR	
EN L 377	Peer Tutoring and Composition Theory	3
IG 421	Shakespeare	3

ad ion to the course work required for the 5-9 specialization, all prospective student teachers
ust ake a satisfactory grade on the English competency exam and participate in at least TWO
por ory activities in language arts—writing for a College publication (newspaper, literary
iga ne), taking part in forensic activities, taking part in theatrical activities, working in the
lle Writing Center, taking Practicum in English, or participating in some other activity

approve in advance by the advisor and the department chair. See professional education c
listings under Education: Professional Studies Core for Secondary Education (30 hours requ

Environmental Studies

Environmental Science Concentration

The environmental science concentration is designed to prepare the student for a futur
scientific study of the environment, with the broad range of topics covered providing the st
with perspective on the numerous parameters environmental scientists must consider in
work. Instructional emphasis also provides the student with the background necessar
graduate study.

Specific general studies requirements

BIOL 208, 209	Plants as Organisms and Animals as Organisms 8	
MATH 205	Calculus with Applications OR	
MATH 314	Statistics 3-4	
ECON 205	Principles of Macroeconomics 3	
Concentration requirements... 55		
Required courses 23		
ENVS 307	Introduction to Historic Preservation 3	
ENVS 308	Physical Resource Management 3	
ENVS 450	Environmental Internship 6	
CHEM 207, 207L	General Chemistry I and Lab AND	
CHEM 209, 209L	General Chemistry II and Lab 8	
CHEM 325	Computers in Science.. 3	
Environmental science and biological resources 8		
ENVS 340	Sustainable Agriculture 4	
ENVS 422	Stream Ecology 4	
BIOL 302	Microbiology 4	
BIOL 305	Cell Biology 4	
BIOL 310	Plant Pathology 3	
BIOL 313	Invertebrate Natural History 4	
BIOL 324	Plant Taxonomy I 2	
BIOL 325	Plant Taxonomy II 1	
BIOL 410	Plant Physiology 3	
BIOL 412	Animal Physiology 3	
BIOL 344*	Genetics 4	
BIOL 416**	Molecular Biology 4	
GSCI 306, 307	Introduction to Oceanography and Lab 4	

*Cell Biology (BIOL 305) is required for enrollment in Genetics (BIOL 344).
**Cell Biology (BIOL 305) or Genetics (BIOL 344) is required for Molecular Biology (BIOL 1

Chemical sciences 8		
CHEM 315, 315L	Organic Chemistry I and Lab 4	
CHEM 316, 316L	Organic Chemistry II and Lab 4	
CHEM 321, 321L	Analytic Chemistry and Lab 4	
CHEM 322, 322L	Instrumental Analysis and Lab 4	
CHEM 327, 327L	Solution Chemistry and Lab 4	
CHEM 329, 329L	Biochemistry I and Lab 4	
CHEM 330, 330L	Biochemistry II and Lab 4	
CHEM 333, 333L	Environmental Chemistry and Lab 4	
Earth sciences 8		
ENVS 360	Sedimentology and Stratigraphy 4	
ENVS 362	Soil Science 4	
ENVS 440	Solid Waste/Air Quality Management 4	

NS 441	Hydrology and Lab	4
S 303	Meteorology	4
S 312	Historical Geology	4
...cs		8
HS 201, 201L	College Physics I and Lab AND	
HS 202, 202L	College Physics II and Lab OR	
PHYS 221, 221L	General Physics I and Lab AND	
PHYS 222, 222L	General Physics II and Lab	8

...source Management Concentration

...he resource management concentration provides the student with a strong, interdisciplinary ...ackground in the environmental arena. Upon completion of this option, students will be able to ...avigate and implement policies relating to the environment, be prepared for employment in state ...nd national parks, undertake environmental advocacy, develop programs for cultural and physical ...esource management and education, and continue study in these areas at the graduate level.

...pecific general studies requirements

IC 101, 102	General Biological Science OR	
BIOL 208, 209	Plants as Organisms and Animals as Organisms	8
MATH 205	Calculus with Applications OR	
MTH 314	Statistics	3-4
CON 205	Principles of Macroeconomics	3
Concentration requirements		53-57
Required courses		23
NS 307	Introduction to Historic Preservation	3
NS 308	Physical Resource Management	3
NS 450	Environmental Internship	6
CHM 101, 101L	Chemistry in Society I and Lab AND	
CHM 102, 102L	Chemistry in Society II and Lab OR	
CEM 207, 207L	General Chemistry I and Lab AND	
CEM 209, 209L	General Chemistry II and Lab	8
CHM 325	Computers in Science	3
Environmental science and biological resources		7-8
IC 310*	Plant Pathology	3
IC 313*	Invertebrate Natural History	4
IC 324/325*	Plant Taxonomy I and II	3
IC 410*	Plant Physiology	3
NS 422	Stream Ecology	4
GSC 306/307	Introduction to Oceanography and Lab	4
NS 362	Soil Science	4

*For students taking these courses, Plants and Animals as Organisms (BIOL 208, 209) is preferred

Environmental science and physical resources		8
GSC 302	General Astronomy	4
GSC 303	Meteorology	4
GSC 312	Historical Geology	4
ENS 360	Sedimentology	4
ENS 440	Solid Waste/Air Quality Management	4
ENS 441	Hydrology and Lab	4
Management of our resources		6-8
ENV 210	Introduction to Park Administration	3
ENV 301	Wildlife Management	3
ENV 302	Forestry	3
ENV 305	Environmental Law and Regulation	4

ENVS 309	Regional Geology and Geomorphology	3
ENVS 310	Park Management	3
ENVS 311	Resource Management	3
ENVS 319	Land Use Planning	3
ENVS 340	Sustainable Agriculture	4
ENVS 341	Sustainable Energy and Development	4
ENVS 368	Geology of National Parks	3
Human and economic resources		9-10
ANTH 225	Introduction to Museum Studies	3
ANTH 300	Introduction to Archaeology	3
ANTH 315	Cultural Anthropology	3
ANTH 345	Archaeological Field Methods and Lab	4
ANTH 370	American Architecture Heritage	3
ANTH 380	Historical Archaeology and Lab	3
ENVS 320	Communication Strategies for Environmental Studies	3
ENVS 322	Environmental History	3
ENGL 220	Appalachian Culture	3
HIST 309	West Virginia and the Appalachian Region	3
GEOG 301	World Economic Geography	3
GEOG 400	Latin America Geography	3

Curriculum for a Comprehensive Major in Nursing

Total hours required for the degree (including free electives)	l
Related required courses	67
Nursing requirements	60
Elective	3

School Nurse Certification Program

The School Nurse Certification Program is designed for RNs with a BSN and for students i
bachelor of science degree in nursing program who desire to complete a program of study le: l
to State of West Virginia certification as a school nurse.

Admission to the School Nurse Certification Program

1. Apply to Shepherd College as a special, non-degree seeking student.
2. Submit School Nurse Certification registration form to the Department of Nursing Educa i
3. Submit current immunization record and CPR certification to the Department of Nu i
Education.
4. Submit letter of reference attesting to candidate's suitability for school nursing.

Progression

Before enrollment in NURS 440: Achieve a passing score on the Praxis I (PPST) test in the i
of reading, writing, and mathematics.

Certification

Candidate is recommended for West Virginia certification by the director of teacher educe i
upon completion of:
1. Required courses with cumulative GPA of 2.5.
2. Evidence of current license as a registered nurse.
3. Criminal background check completed within the last three months.

Curriculum for School Nurse Certification

Completion of a BSN program with the addition of the following courses:

| EDUC 200 | Foundations of Education | 3 |
| NURS 440 | School Health Seminar | 3 |

Regents Bachelor of Arts Degree Program

Students seeking admission to the Regents B.A. Degree Program must first be admitted to Shepherd College. There is no program application fee, and tuition costs are the same as for students in other degree programs at Shepherd College. A fee of $300 is charged if a comprehensive evaluation of experiential learning is requested, regardless of the number of semester hours of credit awarded.

Curriculum for a Comprehensive Major in Social Work

Minimum hours required (including free electives) 128

General studies requirements 47

Specific general studies requirements:

BIOL 101	General Biological Science	4
BIOL 102	General Biological Science	4
MATH 314	Statistics	3

MATH 314 satisfied the general education requirement. Students must complete one additional elective if they do not take a lower level math course.

Social work curriculum requirements 66

SOWK 201	Introduction to Social Work	3
SOWK 300	Community Service Learning	3
SOWK 301	Social Welfare as a Social Institution	3
SOWK 305	Human Behavior in the Social Environment I	3
SOWK 306	Human Behavior in the Social Environment II	3
SOWK 311	Social Work Methods I	3
SOWK 312	Social Work Methods II	3
SOWK 313	Social Work Methods III	3
SOWK 404	Social Welfare Seminar	3
SOWK 407	Field Experience in Social Work I	3
SOWK 408	Field Experience in Social Work II	3
SOWK 411	Field Experience in Social Work III	3
SOWK 409	Field Experience Seminar	2
SOWK 410	Field Experience Seminar	1

Related required courses:

PSY 203	Introduction to Psychology	3
SOC 410	Social Theory	3
SOC 205	Social Problems	3
SOC 303	The Family	3
SOC 405	Research Methods	3
AC 304	Child Development OR	
EDUC 300	Human Growth and Development OR	
PSYC 364	Lifespan Development Psychology	3

Required electives (9 hours, one from each group):

Diversity:

HIS 405	Introduction to African-American History	3
SOC 309	Sociology of Religion	3
SOC 403	Ethnic Relations	3
WMST XXX	Any women's studies offering including	
	SOWK 419 Sex and Gender	3

Social and economic justice:

SOCI 402	Criminology	3
PSCI 331	Race, Gender, and Politics	3
PSCI 411	Politics of Poverty	3
SOCI 411	Social Stratification	3

Populations at risk:

SOWK 320	Child Welfare	3
HIST 309	West Virginia and the Appalachian Region	3
SOCI 312	Introduction to Juvenile Delinquency	
SOWK 402	Social Gerontology	3
SOWK 417	Sex and Gender in Contemporary Society	3

Community and Technical College
Curriculum for an A.A.S. Degree in Automotive Technology

Total hours required		
James Rumsey courses		3
AT 100	Automotive Fundamentals	4
AT 101	Brakes	4
AT 102	Electrical/Electronic Systems	4
AT 103	Engine Performance	4
AT 104	Suspension and Steering	4
AT 105	Automatics Transmission and Transaxle	4
AT 106	Engine Repair	4
AT 107	Heating and Air Conditioning	4
AT 108	Manual Drive Train and Axles	4
On-the-job training		
Community and Technical College courses		1
CBUS 105	Fundamentals of Business Communication	3
OFTC 102	Microsoft Office Applications–Intro	3
CBUS 103	Basic Accounting Fundamentals	3
CBUS 150	Introduction to Business	3
COMM 202	Fundamentals of Speech	3
PSYC 203	Introduction to Psychology OR	
SOCI 203	General Sociology	3
CBUS 289	Career Development and Life Planning	1

Curriculum for an A.A.S. Degree in Business

Total hours required		
General studies courses		2
ENGL 101	Written English I	3
ENGL 102	Written English II OR	
ENGL 103	Writing for Social Sciences OR	
ENGL 104	Science and Tech Writing	3
COMM 202	Fundamentals of Speech	3
CBUS 208	Consumer Economics OR	
ECON 205	Principles of Macroeconomics	3
MATH 154	Finite Mathematics OR	
MATH 101	Introduction to Mathematics	3
	Free electives	6
Business core courses required		31
ACCT 201	Introductory Accounting I* OR	
CBUS 103	Basic Accounting Fundamentals	3

CT 202 Introductory Accounting II* OR
CTC 205 Computerized Accounting 3
S 02 Microcomputer Applications OR
OTC 102 Microsoft Office Applications-Introduction OR
T 02 Microsoft Office Applications 3
M 212 Business Law I 3
B 215 Management and Human Relations 3
B 210 Marketing Concepts 3
B 105 Fundamentals of Business Communication 3
B 289 Career Development and Life Planning 1
e ves from ACCT, BADM, BSED, CBUS, CIS, ECON, FACS, IT, OFTC 9
St dents pursuing a concentration in accounting MUST take ACCT 201 and 202.

ar gement Concentration

u nts who complete the management concentration qualify for entry-level positions in
ap yee relations and behavioral aspects of organizations. The program is also designed for
r ns planning to transfer into the bachelor's program in business (management concentration)
S pherd College.

a gement concentration 12
M 323 Human Resource Management 3
M 310 Principles of Management 3
2 Project Management 3
BU 292 Internship in Business OR
CUS 275 Management and Leadership 3

ar ting Concentration

u nts who complete the marketing concentration qualify for entry-level positions in retail
or and wholesaling operations. The program is also designed for persons planning to transfer
to e bachelor's program in business (marketing concentration) at Shepherd College.

la ting concentration 12
M 340 Marketing 3
M 365 Promotional Strategy 3
M 395 Consumer Behavior 3
BU 292 Internship in Business OR
CUS 275 Management and Leadership 3

ur culum for an Associate of Applied Science Degree in Business
nf nation/Office Technology

ota hours required 64
en al education core 25
NC 101 Written English I 3
OM 202 Fundamentals of Speech 3
BU 105 Fundamentals of Business Communication 3
CC 123 Contemporary Economics OR
EC N 205 Principles of Macroeconomics 3
MA 154 Finite Mathematics OR
MA H 101 Introduction to Mathematics 3
SY 203 Introduction to Psychology OR
SO 203 General Sociology 3
BU 289 Career Development and Life Planning 1
 Free electives 6

Core requirements .... ; J

CBUS 103	Basic Accounting Fundamentals OR	
ACCT 201	Introduction to Accounting I	3
OFTC 205	Computerized Accounting OR	
ACCT 202	Introduction to Accounting II	3
CIS 102	Microcomputer Applications OR	
OFTC 102	Microsoft Office Applications-Introduction	3
BADM 212	Business Law I	3
CBUS 150	Introduction to Business	3
OFTC 292	Business/Office Technology Internship OR	
IT 292	Information Technology Internship	3
CBUS 275	Management and Leadership	3

Information technology concentration requirements .... ; ;

OFTC 150	Troubleshooting	3
OFTC 240	Repairing and Maintaining the IBM PC	3
OFTC 260	Local Area Networks	3
Electives in BSED, CBUS, CIS, OFTC, IT		9

Office technology concentration requirements .... ; ;

OFTC 101	Keyboard II-Doc. Processing	3
OFTC 229	Microsoft Office Applications-Advanced	3
OFTC 220	Publications Design	3
Electives in BSED, CBUS, CIS, OFTC, IT		9

Computing science concentration requirements .... ; ;

CIS 104	Introduction to Computer and Information Sciences	3
CIS 314	Computer Language Concepts	4
CIS 312	Adv. Computer Language Concepts OR	
CIS 287	System Analysis and Design	3-4
	Electives in IT, CIS	7-8

Medical office concentration requirements .... ; ;

BIOL 225	Human Anatomy and Physiology	3
BIOL 226	Human Anatomy and Physiology	3
OFTC 101	Keyboarding II-Doc. Processing	3
OFTC 103	Medical Terminology	3
OFTC 204	Medical Office Technology	3
OFTC 285	Medical Billing and Insurance	3

Curriculum for an Associate of Applied Science Degree in Criminal Justice

Total hours .... ;

OFTC 102	Microsoft Office Applications-Introduction OR	
CIS 102	Microcomputer Applications	3
CJST 200	Introduction to Criminal Justice System	3
CJST 210	Introduction to Forensic Science	3
CJST 220	Criminal Investigation	3
CJST 230	Principles of Criminal Law and Procedures	3
CJST 240	Police Organization and Management	3
CJST 260	The Correctional System	3
CBUS 289	Career Development and Life Planning	1
COMM 202	Fundamentals of Speech	3

E 101	Written English I	3
E 102	Written English II OR	
BTC 105	Fundamentals of Business Communication	3
PY 203	Introduction to Psychology	3
C 203	General Sociology	3
C 205	Social Problems	3
C 312	Introduction to Juvenile Delinquency OR	
CRI 402	Criminology	3
an elective, choose one from the following list		3
H 103	Personal Health	3
H 225	First Aid/CPR	3
H 300	Substance Use and Abuse	3
15 100	First Responder	3
S 253	State Police Academy Basic Training	3
ces, choose 18 hours from the following		18
C 02	State and Local Government OR	
PSI 201	Introduction to Public Administration	3
BU 150	Introduction to Business	3
BU 215	Human Relations and Management	3
S 270	Field Experience in Criminal Justice	1-3

ny her PSYC or SOCI class after meeting prerequisites and receiving approval of advisor. Any
R or other electives with advisor approval.

rriculum for an Associate of Applied Science Degree in Culinary Arts

ta hours required		64
epherd College courses		33
BU 105	Fundamentals of Business Communication	3
OM 202	Fundamentals of Speech	3
AT 101	Introduction to Mathematics	3
FT 102	Microsoft Applications-Introduction	3
AR 115	Safety and Sanitation in the Food Service Industry	3
C 318	Nutrition	3
BU 150	Introduction to Business	3
CC 201	Introductory Accounting I OR	
CBS 103	Basic Accounting Fundamentals	3
OL 80	Food Microbiology and Food Safety	3
AR 200	Culinary Language	2
BU 289	Career Development and Life Planning	1
OC 203	General Sociology OR	
PSY 203	Introduction to Psychology	3

ta hours required at James Rumsey for degree		31
CUL 01	Classical Foundations	3
CUL 12	Stewarding/Inventory Management Systems	1
CUL 14	Baking Skills Development	3
CUL 20	Dining Room Practicum	1
CUL 42	Beverage Management	1
CUL 06	Meat Identification	2
CUL 08	Entremetier	2
CUL 31	Grande Manger I	3

JCUL 250	Menu Design and Analysis	1
JCUL 255	Poissonier	2
JCUL 256	Patisserie	3
JCUL 257	Saucier	2
JCUL 293	On-the-Job Training	6

Curriculum for an Associate of Science Degree in Fashion Merchandising

Total hours required ....

ENGL 101	Written English I	3
ENGL 102	Written English II OR	
ENGL 103	Writing for Social Sciences OR	
ENGL 104	Science and Tech Writing	3
FACS 101	Textiles	3
FACS 102	Clothing	4
FACS 215	Fashion Analysis	3
FACS 306	Interior Design	3
FACS 307	Family and Consumer Science Management	3
FACS 315	Cultural Influences on Clothing	3
FACS 403	Consumer Economics OR	
CBUS 208	Consumer Economics	3
FACS 450	Service Industry Externship (Fashion Merchandising)	3
ACCT 201	Introductory Accounting I OR	
CBUS 103	Basic Accounting Fundamentals	3
CBUS 150	Introduction to Business	3
BADM 340	Marketing OR	
CBUS 210	Marketing Concepts	3
BADM 345	Business Communications OR	
CBUS 105	Fundamentals of Business Communication	3
BADM 350	Retailing	3
BADM 365	Promotional Strategy	3
CIS 102	Microcomputer Applications OR	
OFTC 102	Microsoft Office Applications–Intro OR	
IT 102	Microsoft Office Applications–Intro	3
ECON 205	Principles of Macroeconomics OR	
ECON 123	Contemporary Economics	3
CBUS 289	Career Planning and Life Development	1

Selection of three hours from the following:

PSYC 203	Introduction to Psychology	3
SOCI 203	General Sociology	3
BADM 310	Principles of Management OR	
CBUS 215	Human Relations and Management	3
	Electives	6

Curriculum for an Associate of Arts Degree in General Studies

Total hours required ....

HUMANITIES—19 semester hours

MUSC 111	Introduction to Music	2
ART 103	Introduction to Visual Arts	2
ENGL 101	Written English I AND	3
ENGL 102	Written English II OR	
ENGL 103	Writing for the Social Sciences OR	
ENGL 104	Science and Technical Writing	3

L 204	Survey of American Literature	3
L 208	Survey of World Literature I OR	
GL 209	Survey of World Literature II	3
M 202	Fundamentals of Speech	3

OR PHYSICAL SCIENCES—8 semester hours*
nts will choose one set of courses listed below:

101 and 102	General Biological Sciences	8
208 and 209	Plants as Organisms and Animals as Organisms	8
M 101, 101L		
EM 102, 102L	Chemistry in Society I and II	8
M 120, 120L		
122L	College Chemistry I and II	8
M 207, 207L		
EM 209, 209L	General Chemistry I and II	8
C 101, 102	Astronomy I and II	8
C 103, 104	General Physical Science I and II	8
201, 201L		
S 202, 202L	College Physics I and II	8
221, 221L,		
S 222, 222L	General Physics I and II	8

HEMATICS—3 semester hours

H 101	Introduction to Mathematics OR	
TH 108	Precalculus OR	
TH 154	Finite Mathematics OR	
TH 204	Calculus with Applications (4) OR	
TH 314	Statistics	3

CAL SCIENCES—15 semester hours

C 123	Contemporary Economics OR	
EON 205	Principles of Macroeconomics **	3
IS 100	History of Civilization: Asian Traditions OR	
HI 101	History of Civilization: Ancient World through Medieval Period OR	
HI 102	History of Civilization: Renaissance through French Revolution OR	
HI 103	History of Western Civilization: French Revolution to Present	6
	(students will choose 2 of 4 listed but may not satisfy the requirement with both HIST 100 and HIST 101)	
C 00	Politics and Government OR	
PS 101	American Federal Government	3
C 203	General Sociology	3

HY CAL EDUCATION—2 semester hours

SP	General Studies Physical Education	2

asi omputer literacy is required including e-mail use, electronic library research, and word roc sing skills.

lec es 17

ur culum for an Associate of Applied Science Degree in Dependent Care

ota equired for degree 64

equ ed general studies 12

ENGL 101	Written English I	3
ENGL 102	Written English II OR	
ENGL 103	Writing for Social Sciences OR	
CBUS 105	Fundamentals of Business Communication	3
COMM 202	Fundamentals of Speech	3
SOCI 203	General Sociology	3
Common core to both specialties		2?
CIS 102	Microcomputer Applications OR	
OFTC 102	Microsoft Applications-Introduction	3
BADM 212	Business Law I	3
HLTH 225*	First Aid/CPR	3
FACS 318	Nutrition	3
FACS 300	Marriage Relations	3
FACS 202	Food and Meal Management	4
CBUS 289	Career Development	1
Child care concentration		2?
FACS 304	Child Development	3
EDUC 314#	Foundations of Early Education	3
EDUC 334#	Instructional Strategies in Early Education	3
EDUC 360	Survey of Exceptional Children	3
FACS 310	Parents and Children through the Lifespan	3
FACS 403	Consumer Economics OR	
FACS 307	Family and Consumer Sciences Management OR	
CBUS 208	Consumer Economics	3
Supervised work-based learning		
FACS 220	Clinical Experience in In-Home Child Care	3
EDUC 336#	Clinical Experience in Early Education	3

*Proof of First Aid/CPR certification allows a choice of a different course.

Suggested electives for those considering a degree in education:

EDUC 150	Seminar in Education	1
EDUC 200	Foundations of American Education	3

Elder care concentration		2?
HLTH 200	Health and Wellness	3
RECR 440	Late Adulthood Issues	3
FACS 225	Geriatric Nursing Assistant	5
RECR 335	Leisure for the Aging	3
FACS 310	Parents and Children through the Lifespan	3
FACS 403	Consumer Economics OR	
CBUS 208	Consumer Economics	3
FACS 307	Family and Consumer Sciences Management	3
Elder care supervised work-based learning		
FACS 230	Field Experience in Nursing Home	2
FACS 235	Field Experience in Geriatric Care	2

#EDUC 314, EDUC 334, and EDUC 336 are offered on a three-semester rotation.

Curriculum for an A.A.S. Degree in Information Technology

Total hours required		6?
General studies core		2?
CBUS 105	Fundamentals of Business Communication	3
ENGL 101	Written English I	3
COMM 202	Fundamentals of Speech	3

II 101 Introduction to Mathematics OR
TH 105 Algebra OR
TH 154 Finite Mathematics 3
101 General Biological Science OR
IC 102 General Biological Science OR
SI 101 Astronomy OR
HM 101, 101L Chemistry in Society I and Lab OR
HS 201, 201L College Physics I and Lab 4
203 Introduction to Psychology OR
OI 203 General Sociology OR
II 101 History of Civilization: Ancient World through Medieval Period OR
II 102 History of Civilization: Renaissance through French Revolution OR
II 103 History of Western Civilization: French Rev. to Present 3
Elective 3

hical core 20
14 Introduction to Computer and Information Sciences OR
T 01 Principles of Information Technology 3
10 Critical Thinking 2
20 Networking Fundamentals 3
26 Project Management 3

ccification courses 6
18 PC Repair and Troubleshooting 3
18 PC Operating Systems 3

ogramming elective 3
S 21 Computer Language Concepts OR
T 38 Introduction to Programming Logic 3
19 Introduction to Programming C++ 3
19 Introduction to Programming Visual Basic 3

-the-job training 3
29 Information Technology Internship 3

twrking concentration 21-22
rtification specialty (choose one of two)
croft Certified Systems Engineer (MSCE) 21
qued courses 13
21 Windows 2000 Networking and
Operating System Essentials 2
21 Supporting Windows 2000
Professional and Server 3
21 Supporting Network Infrastructure
Using Windows 2000 3
21 Implementing and Administering Windows 2000
Directory Services 3
ec one of the following courses 2-3
21 Designing a Windows 2000 Directory
Services Infrastructure 2
22 Designing Security for a Windows 2000 Network ... 3
22 Designing a Windows 2000 Networking
Services Infrastructure 2
ec two of the following courses 4-6
20 Administering SQL Server 3

IT 209	Designing and Implementing Databases With SQL Server	3
IT 218	Managing a Windows 2000 Network	3
IT 219	Designing a Windows 2000 Directory Services Infrastructure	2
IT 220	Designing Security for a Windows 2000 Network	3
IT 221	Designing a Windows 2000 Networking Services Infrastructure	2

Electives to make 21 hours 1-4

Cisco Certified Network Associate 22

IT 131	Cisco Networking Fundamentals	4
IT 141	Router Theories and Router Technologies	4
IT 231	Advanced Router Technologies	4
IT 241	Project Based Learning	4
	IT electives	6

Applications programming concentration 21-2

Certification speciality (choose one of four)

Microsoft Certified Database Administrator (MCDBA) 21

IT 208	Administering SQL Server	3
IT 209	Designing and Implementing Databases w/SQL Server	3
IT 215	Supporting Windows 2000 Professional and Server	3

Select one of the following courses 3

IT 216	Supporting a Network Infrastructure Using Windows 2000	3
IT 252	Distributed Applications With Visual C++	3
IT 254	Distributed Applications With Visual Basic	3

IT electives 9

Microsoft Certified Solution Developer (MCSD) 21

IT 251	Solutions Architecture	3

Select one set 6

Set One (Visual C++)

IT 252	Distributed Applications With Visual C++	3
IT 253	Desktop Application With Visual C++	3

Set Two (Visual Basic)

IT 254	Distributed Applications With Visual Basic	3
IT 255	Desktop Applications With Visual Basic	3

Select one from the following 3

IT 209	Designing and Implementing Databases With SQL Server	3
IT 233	Designing Web Sites With FrontPage	3
IT 234	Designing and Implementing E-Commerce Solutions With Site Server	3
IT 235	Designing and Implementing Web Solutions With Visual InterDev	3
IT 252	Distributed Applications With Visual C++	3
IT 253	Desktop Applications With Visual C++	3
IT 255	Desktop Applications With Visual Basic	3

IT electives 9

Certified Professional (OCP) 23

	Introduction to Oracle 3
	Oracle Forms I 3
	Oracle Reports 3
	Oracle Program Units 3
	Oracle Forms II 2

Electives 9

Certified Internet Webmaster (CIW) 21

	I-Net+ 3
	Site Designer 3
	E-Commerce Designer 3

Electives 12

Curriculum for an Associate of Applied Science Degree in Paralegal Studies

Total hours required 65

ACU 103	Basic Accounting Fundamentals 3
CPT 102	Microsoft Office Applications-Introduction 3
EDU 289	Career Development and Life Planning 1
COM 202	Fundamentals of Speech 3
ECO 123	Contemporary Economics OR
ECN 205	Principles of Macroecononics 3
ENG 101	Written English I 3
ENG 102	Written English II OR
ENGL 103	Writing for Social Sciences OR
ENGL 104	Science and Tech Writing OR
CIS 105	Fundamentals of Business Communication 3
R 101	Legal Research and Writing I 4
R 102	Legal Research and Writing II 4
R 110	Legal Assisting 3
R 120	General Law 3
R 210	Law of Domestic Relations 3
R 220	Civil Litigation and Procedure 4
R 250	Criminal Litigation and Procedure 4
R 260	Business Law and Contracts 3
R 270	Real Estate Law/Wills and Estates 3
SOC 03	General Sociology OR
PSY 203	Introduction to Psychology 3
Soc	12 hours from the following courses 12
BUS 150	Introduction to Business 3
BUS 215	Human Relations and Management 3
CIS 100, 101, 102, or 201 3
Any PARA, CJST, or other electives with advisor approval 6

Curriculum for an Associate of Applied Science in Technical Studies

Total semester hours required 64-72

Component I: General Education 21

Communication skills (at least one business or technical writing course) 6

Interpersonal relations skills 3

Quantitative skills/laboratory science experience

(at least one college-level course must be in mathematics) 6

Social science 3

General education electives 3

Component II: Technical Core ....
Each program of study must include a general technical core that meets the goal of dev
skills that may be applied to a variety of occupations or that may be specific to an occu
Technical courses such as the examples listed below are to be a part of every program
under this degree designation.
Labor management relations, statistics, nutrition, medical terminology, drafting/CAD/bl
reading, laboratory sciences, human resource management, quality control principles
principles, accounting principles, electrical systems, fluid power, safety and industrial h
principles of management, principles of supervision, computer applications, industrial p
ogy, advanced mathematics, human relations, information procession, qualitative
analysis, industrial relations, graphics, and methods of inquiry.
Component III: Technical/Occupational Specialty ....
The component consists of technical specialty courses specific to an occupational area. Tel
courses developed and delivered by the College, apprenticeship course, or approved
included in a business or industry training program can be included in this comp
Apprenticeship and industry-based education and training program courses are to be con
to college credit hours at the usual ration of 15:1 for lecture and at a rate consistent with
hour/credit ratio of the degree granting institution for laboratory credit.
Component IV: On-the-Job Training in Occupation or Supervised Work ....
The component consists of a paid or unpaid on-the-job internship or practicum perform
business or industry setting in the occupational area. The on-the-job training component
converted to credit houses at a ration of 160:1 with the maximum of 2,080 contact
allowable. A statement of the total number of contact hours experienced through on-
training may be place on the college record. This credit will be recorded immediately
graduation from college.

Courses

CBUS 105. FUNDAMENTALS OF BUSINESS COMMUNICATION (3)
The course examines all aspects of business communication. Students learn and exercis
abilities to communicate using memos, letters, reports, presentations, résumés, and ele
communication. Various techniques to develop and utilize listening, interviewing, interpe
and oral presentation skills are demonstrated and reinforced.

CBUS 208. CONSUMER ECONOMICS (3)
A study of the opportunities and responsibilities of the consumer in choosing goods and s
for use in promoting individual, entrepreneurial, and/or family goals. Emphasis is pla
financial planning throughout the life span.

CBUS 210. MARKETING CONCEPTS (3)
Students are introduced to marketing concepts including promotion and integrated mar
communication. Students will learn the steps of the selling process, the advantages and dis
tages of various advertising media including the Internet, the role of public relations, and
of promotional tools.

CBUS 215. HUMAN RELATIONS AND MANAGEMENT (3)
The class reviews how changes occurring in the business environment affect the manag
function. This class discusses the organizational function of human relations and manag
including staffing and diversity management. The planing process, decision making, and c
functions of the manager are explained. Various leadership styles and the differences b
leaders and managers are summarized.

CBUS 250. PERSONAL WEALTH (1-3)
This course investigates personality traits that act as barriers to wealth accumulation. Tac

...me obstacles to personal wealth are introduced through lecture, projects, and speakers. ...pi include financing, debt, retirement and savings, and personal wealth objectives. This ...culminates with the creation of a personal portfolio including credit reports, account data, ...ciaries, and personal wealth goals.

...93. ON-THE-JOB TRAINING (1-13)

...ourse is designed to award credit to those persons who have participated in a supervised on- ...-job training program in criminal justice. Credit is awarded upon receipt of a letter from the ...supervisor stating successful completion of on-the-job training assignments and the total ...r of actual hours included in the training. Credit hours earned for on-the-job training are ...ted as 1 credit hour equals 150 actual work hours. Therefore, a student must work 1,950 ...hours to receive 13 credit hours.

...103. WRITING FOR SOCIAL SCIENCES (3)

...inuation of ENGL 101 for students with an interest or a major in education or one of the ...sciences. The course focuses on critical reading, writing, and thinking using social science ...ucation texts as a basis for writing assignments and class discussion. The course also ...sizes APA-based research and field work. Prerequisite: ENGL 101 or satisfactory score on ...Placement.

...104. SCIENCE AND TECH WRITING (3)

...inuation of ENGL 101 for students with an interest or major in the physical or natural ...s or technical disciplines. The course focuses on critical reading, thinking, and writing ...cience and technical texts as a basis for writing assignments and class discussion. The ...also emphasizes computer skills, collaborative writing, and research and presentation ...ds for the scientific and technical communities. Prerequisite: ENGL 101 or satisfactory ...n English Placement.

...202. BACKGROUNDS OF LITERATURE (3)

...y of all forms of children's literature, with emphasis on laying foundations for lifelong ...ent of literature, giving instruction and practice in storytelling, and establishing criteria ...ources for book selection. Only candidates for the degree of bachelor of arts in elementary ...on and students with a minor or teaching field in library science may enroll in this course. ...ts in secondary education may, with the permission of the department chair, take this ...as an elective. Prerequisite: ENGL 102 or ENGL 103 or ENGL 104.

...203. TEACHING READING AND ADOLESCENT LITERATURE (3)

...ts will be exposed to reading pedagogy and the methods of teaching reading, as well as the ...ent literary canon and the reading and oral interpretation of adolescent literature. ...isite: ENGL 102 or ENGL 103 or ENGL 104.

...204. SURVEY OF AMERICAN LITERATURE (3)

...al study of representative writers and works from the Colonial period to the present, ...ng a broad range of literary and philosophic ideas and the cultural and ethnic diversity of ...erican experience. Prerequisite: ENGL 102 or ENGL 103 or ENGL 104.

...208. SURVEY OF WORLD LITERATURE I (3)

...y of world literature, including Ancient, Medieval, Renaissance, and chronologically ...able non-Western works. Prerequisite: ENGL 102 or ENGL 103 or ENGL 104.

...209. SURVEY OF WORLD LITERATURE II (3)

...y of world literature, including Neoclassical, Romantic, Realistic, Modern, and chrono- ...y comparable non-Western works. Prerequisites: ENGL 102 or ENGL 103 or ENGL 104.

ENGL 220. APPALACHIAN CULTURE (3)

Appalachian Culture will introduce students to a wide variety of creative expression from states which constitute southern Appalachia, particularly West Virginia, Virginia, Ten North Carolina, and Kentucky. Students will study cultural stereotypes about Appalachia, historical and cultural forces at work in Appalachia, and the rich expression of creat Appalachia (including oral and written literatures, visual arts and crafts, and singi songwriting). Prerequisite: ENGL 102 or ENGL 103 or ENGL 104 and permission of inst

ENGL 280. INTRODUCTION TO TECHNICAL COMMUNICATION (3)

This course will introduce students to the field of technical communication through inst in how to prepare and communicate information. It will also develop proficiency in ele communication such as e-mail and the World Wide Web. Prerequisites: ENGL 102 or EN or ENGL 104 and either CIS 102 or BSED 250, or permission of instructor.

ENGL 370. MODERN GRAMMAR (3)

A linguistic survey of the English language, its history and structure, the course utilizes trac grammar, structural linguistics, and transformational grammar as a basis for a compre understanding of how language works—both written and oral. Prerequisite: ENGL 102 or 103 or ENGL 104.

ENGL 372. ADVANCED COMPOSITION (3)

A study of techniques and extensive practice in informative, persuasive, journalist contemplative writing. Prerequisite: ENGL 102 or ENGL 103 or ENGL 104.

ENGL 377. PEER TUTORING AND COMPOSITION THEORY (3)

The course will provide a solid theoretical foundation in composition in order to enable s to improve their own writing as well as that of their peers. Students will receive practice in r commenting on, and assessing written work from many disciplines. Prerequisites: ENGL ENGL 103 or ENGL 104.

ENGL 430. BRITISH LITERATURE AND THE PROMINENCE OF PLACE (3)

A cornerstone experience for any English major, minor, or individual interested in British or literature, the course is designed to focus on British writers whose work or renown is largely by the prominence of place. A travel experience to Britain will accompany the Prerequisite: ENGL 102 or ENGL 103 or ENGL 104 and permission of instructor. Repe

ENGL 431. BRITISH LITERATURE TRAVEL PRACTICUM (3)

The course is designed to accompany British Literature and the Prominence of Place. papers and a travel journal relating the literature course to the study tour practicum are re for the practicum. Prerequisite: ENGL 102 or ENGL 103 or ENGL 104 and permiss instructor. Repeatable.

ENGL 446. AMERICAN LITERATURE AND THE PROMINENCE OF PLACE (3)

Geography and region play major roles in shaping the literature called "American." In this students will explore the richness of region as it informs literary periods, particular movements or philosophies, and themes associated with nature or place. Prerequisite: EN and permission of instructor. Repeatable.

ENGL 447. AMERICAN LITERATURE TRAVEL PRACTICUM (3)

This travel component is designed to accompany American Literature and the Prominence o Course requirements include travel journal entries and other assignments that will contribut travel experience. Prerequisite: ENGL 204 and permission of instructor. Repeatable.

69. Fly Fishing

63. Lifeguarding
64. Water Safety Instructor

0. HISTORY OF CIVILIZATION: ASIAN TRADITIONS (3)
urse covers the histories of East, Southeast, and South Asia from the inception of izions to approximately 1700 AD. It focuses on both political and cultural development these regions. Cannot be taken together with HIST 101 to fulfill general studies iment.

1. HISTORY OF CIVILIZATION: ANCIENT WORLD THROUGH MEDIEVAL PERIOD (3)
ry of ancient and medieval civilization beginning with prehistoric humans, continuing with ud of the ancient Near East, classical Greece, the Roman Republic and Empire, and the ld Ages with some attention to concurrent developments in the non-Western world. ohsis is placed on their basic similarities and differences in government, religion, economics, al ultural, and intellectual (including philosophical) development. Cannot be taken together 1 ST 100 to fulfill general studies requirement.

T 5. WWI TRAVEL PRACTICUM (3)
p cticum provides on-site study of the European battlefield and other historic sites of World r Prerequisite: Concurrent enrollment in HIST 375 or permission of instructor.

T 5. FIRST WORLD WAR (3)
tue of the causes, conduct, and impact of the First World War. The course examines the war m obal military, diplomatic, social, economic, and cultural perspectives.

10 MICROSOFT OFFICE APPLICATIONS (3)
s c irse uses case studies and problem solving in a classroom environment to assist the student leaing how to use the Microsoft Office suite of programs (Microsoft Word, Excel, ve oint, Access, and Outlook) at an introductory level. Students will learn how they can work ethr to resolve common challenges in the work environment. No previous knowledge of each lic ion is necessary although basic knowledge of working in the Microsoft Windows ir ment is assumed.

10 ADVANCED MICROSOFT OFFICE APPLICATIONS (3)
e s ls learned include creating a document with a table, chart, and watermark; generating m ters, mailing labels, and envelopes; creating a professional newsletter; merging form er o e-mail addresses using an Access table, financial functions, data tables, amortization ed s, and hyperlinks; creating, sorting, and querying a worksheet database; creating npl s and working with multiple worksheets and workbooks; linking a Excel worksheet to Wc document, reports, forms, and combo boxes; enhancing forms with OLE fields, per ks, and sub-forms; creating an application system using macros, wizards, and the tch oard manager; integrating Excel worksheet data into an Access database; using embedded ual o enhance a slide show; creating a presentation containing interactive OLE documents; d i orting clips for the clip gallery live Web site. Skills at an introductory level for all lic ions in the Microsoft Office suite are assumed.

11 MICROSOFT WINDOWS XP (1)
is -line course explores the basics including working with files, organizing files with

Windows Explorer, personalizing the Windows environment, bringing the World Wide
the desktop, and searching for information. No previous knowledge of computers is ne

IT 132. MICROSOFT WORD (1)

This on-line course uses case studies and a problem solving approach to assist the stud
learning to use Microsoft Word at an introductory level. The skills covered include cr
document; editing and formatting a document; creating a multiple-page report; desktop
ing a newsletter; creating styles, outlines, tables, and tables of contents; creating form let
mailing labels; and integrating Word with other programs and with the World Wide We
previous knowledge of word processing programs is necessary although basic knowledg
Windows environment is assumed.

IT 133. ADVANCED MICROSOFT WORD (1)

This on-line course uses a case-based, problem-solving approach to learning advanced
of Microsoft Word. It includes interactive course labs and lab assignments to help studen
key word processing and Windows concepts. Skills covered include customizing Wo
automating work, creating on-screen forms using advanced table techniques, and managi
documents. Skills at an introductory level for Microsoft Word are assumed.

IT 136. MICROSOFT OUTLOOK (1)

This on-line course uses a case-based, problem-solving approach to learning the more ac
features of Outlook. Skills covered include creating and viewing messages, scheduling, m
messages, creating and managing contacts, and creating and managing tasks and no
previous knowledge of e-mail programs is necessary although basic knowledge of workin
Windows environment is assumed.

IT 142. MICROSOFT ACCESS (1)

This on-line course is an introduction to Microsoft Access 2002 and includes creati
maintaining a database, querying a database, creating forms and reports, enhancing a
design, creating advanced queries and custom forms, creating custom reports, integrating
with other programs, and working with HTML documents, data access pages, and hy
fields. No previous knowledge of database programs is necessary although basic knowl
working in the Windows environment is assumed.

IT 143. ADVANCED MICROSOFT ACCESS (1)

This on-line course covers advanced features of Access including using query wizards, d
many-to-many and one-to-one relationships and action queries, automating tasks with r
using and writing visual basic for applications code, managing a database, relational dat
and database design. Skills are an introductory level for Access are assumed.

IT 146. MICROSOFT POWERPOINT (1)

This on-line course covers advanced features of PowerPoint. Skills covered include cre
PowerPoint presentation, applying and modifying text and graphic objects, presenting
show, integrating PowerPoint with other programs, and collaborating with workgrou
previous knowledge of presentation graphics programs is necessary although basic knowl
the Windows environment is assumed.

IT 151. MICROSOFT EXCEL (1)

This on-line course covers introductory features of Excel. The skills covered include usin
to manage financial data; working with formulas and functions; developing a profes
looking worksheet; working with charts, Excel lists, multiple worksheets, and work
developing an Excel application; and integrating Excel with other Windows programs a

Wide Web. No previous knowledge of spreadsheet programs is necessary although basic wdge of working in the Windows environment is assume.

ADVANCED MICROSOFT EXCEL (1)
-line course covers advanced features of Excel. Skills covered include data tables and a management, using solver for complex problems, importing data into Excel, enhancing el ith visual basic for applications, auditing, custom formatting, sharing workbooks, and pivot tables in HTML format. Skills at an introductory level for Excel are assumed.

ADMINISTERING MICROSOFT WINDOWS NT 4.0 (2)
vi s the knowledge and skills necessary to perform post-installation and day-to-day intration tasks in a single-domain or multiple-domain Microsoft Windows NT-based vc. Includes account administration, securing network resources, administering network te, and monitoring network resources. Prerequisite: IT 200.

SUPPORTING MICROSOFT WINDOWS NT 4.0 CORE TECHNOLOGIES (3)
vi s skills necessary to install, configure, customize, optimize, network, integrate, and ib hoot Windows NT 4.0 and manage storage systems, networking services, and trouble-ot sources. Prerequisite: IT 201.

SUPPORTING MICROSOFT WINDOWS NT SERVER 4.0 ENTERPRISE TECHNOLOGIES (3)
vi s a training solution for students working in a Microsoft Windows NT Server 4.0-based rp se environment and provides the knowledge and skills for designing, implementing, and pc ing the Windows NT server network operating system in a multi-domain enterprise ir ment. It is expected that students have experience supporting a Windows NT server-based vc. Prerequisite: IT 202.

SG05. MUSIC THEORY IV (2)
M SC 203. Prerequisite: MUSC 203.

SG03. FORMS AND ANALYSIS (3)
a lysis of the structural forms of music from the simple phrase and period through the le ovement forms of both instrumental and vocal media provides the basis of this course. The ro h utilizes analysis of existing music and the composition of representative examples. A ey f multi-movement forms and larger musical structures is included. Prerequisite: MUSC 203.

TC01. KEYBOARDING II-DOCUMENTS PROCESSING (3)
ad nced class with development of speed and accuracy in business documents production ou correct format and editing. Typing speed of 30 wpm or OFTC 100.

TC02. MICROSOFT OFFICE APPLICATIONS-INTRODUCTION (3)
s c rse develops computer literacy through the use of current Microsoft Office software ud g Windows operating system. Emphasis is on word processing, spreadsheets, database na ment, and presentations with integration projects and Internet/e-mail projects.

TC05. FUNDAMENTALS OF BUSINESS COMMUNICATION (DELETED)

TC20. PUBLICATION DESIGN (3)
der in this course will discover the world of desktop publishing through a practical, hands-on ro using the current version of Microsoft Publisher to publish pamphlets, newsletters, letterheads, rs, usiness cards, announcements, and advertisements. Basic publishing processes, design, and ut ill be studied. Prerequisites: CIS 102 or OFTC 102 and OFTC 100 or permission of instructor.

OFTC 229. MICROSOFT OFFICE APPLICATIONS-ADVANCED (3)

This in-depth course encompasses advanced concepts in word processing, spreadsheets,
management, and presentations through the use of Microsoft Office integrated s
Prerequisites: CIS 102 or OFTC 102 and OFTC 100, OFTC 101, or permission of instr

RECR 363. LIFEGUARD TRAINING/PROFESSIONAL RESCUER (3)

Students learn skills necessary to prevent aquatic accidents and to rescue drowning vict
variety of aquatic environments. Professionalism, working with people, and facility sur
are also included. Students appropriately passing written and practical tests may receive A
Red Cross Lifeguarding, CPR, and First Aid Certificates. Prerequisite: Good swimmi
(ability to swim 20 lengths of the pool without stopping).

RECR 364. WATER SAFETY INSTRUCTOR (3)

Students learn American Red Cross techniques of teaching swimming and diving. Oth
include aquatic safety, hydrodynamics, stroke mechanics, fitness, training, competitive a
and rescue techniques. Students who successfully complete the course to American R
standards receive certificates.

RECR 465. ESSENTIALS OF STRENGTH AND CONDITIONING (3)

Class provides an understanding of teaching and demonstrating fitness and wellness a
The focus will be on advanced principals of training, speed, ability, balance, CV endura
polymeric. Students will also gain an understanding of exercise sciences, theoretical p
nutrition, testing protocols, program design, and administration. This class may be
preparation of certification exam. Prerequisites: Senior standing, have taken or conc
taking Applied Anatomy and Physiology, or permission of instructor.

SAFT 100. THE OSHA COMPLIANCE SHORT COURSE (1)

The course is designed for anyone who works in or around a manufacturing envir
Objectives of the course include how to use the OSHA standards for General Industry, 29
1910 to research compliance codes, how to identify workplace hazards, create a training
for employees, develop a confined space procedure, and outline and implement fire safety
and procedures for egress. Upon completion of this course, students will be awarded cert
from OSHA recognizing their participation. Required topics covered are an introduction t
programs, machine guarding, personal protective equipment, electrical, lockout/tagout,
egress, fire protection, confined space, material handling, and ergonomics.

SOWK 407. FIELD EXPERIENCE IN SOCIAL WORK I (3)

The culmination of the social welfare student's course work in which the student will be
to transform theory into practice through direct delivery of human welfare services in an a
community agency under the direction of a qualified supervisor. The student works in a
20 hours per week and attends a two-hour seminar held weekly on the College cam
College faculty and the agency supervise work closely to insure the student undergoes an
thorough, broad experience in direct service to people in need. Prerequisites: SOWK 311
312.
Note: All students required to complete field work must fill out a field work application
duplicate during the semester preceding the proposed field work. Forms can be obtained
chair of the Social Work Department.

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